

Date: November05, 2003

To whom it may concern:

This is to confirm that Mr. Darab Behnam-Shabahang has been working with us as a full time Graphic Designer since January 15, 2000.

His main duties regarding the newspaper Ads:

- Customer service; checking the daily client's orders received by mail, email, phone or personal contact. Discussed in details the design, size, date, location and price of each Ad.
- .Lay out and design the page for each specific Ad depending on the text and graphics using Adobe PageMaker or InDesign.
- Applying, creating or editing images using Adobe PhotoShop wherever necessary.
- Downloading copy from database and editing and applying in place using text boxes.
- Completing the preliminary "Artwork" after proof reading and color correction asking customer to confirm. Usually several changing and editing would be involved.
- After customer approval the file will be saved in the final ad folder for publishing.

Duties with regards to publishing the Shahrvand newspaper:

- Saving a new copy of the previous issue and changing date and issue number etc.
- Download the copy of the news and stories in the order the editor has instructed.
- Downloading and editing images related to the stories and placing pictures and graphics for each one.
- Final checking with editor before uploading the new issue to publisher through the internet.

Mr. Behnam Shabahang is a Senior Graphic Designer a creative Art Director and a journalist. He has contributed many articles in Shahrvand newspaper. We have enjoyed his professionalism and companionship during his stay in Vancouver and wish him a great success in his future career.

Sincerely

Hadi Ebrahimi
Editor

